

*DR 500-1-21

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CEMVS-CO-R

Regulation
No. 500-1-21

28 February 2001

Emergency Employment of Army and Other Resources
EMERGENCY OPERATIONS CENTER
STANDARD OPERATING PROCEDURES

1. PURPOSE. To provide standard operating procedures (SOP) for the activation, operation, and deactivation of the St. Louis District Emergency Operations Center (EOC) in response to national emergencies and/or natural disasters.

2. APPLICABILITY. Applicable to all St. Louis District Offices and field elements.

3. REFERENCES.

a. AR 500-50, Emergency Employment of Army and Other Resources - Civil Disturbances, 21 Apr 72.

b. AR 500-60, Emergency Employment of Army and Other Resources – Disaster Relief, 1 Sep 81.

c. AR 500-70, Emergency Employment of Army and Other Resources Military Support of Civil Defense, 1 Nov 82.

d. AR 530-1, Operation Security (OPSEC), 3 Mar 95.

e. Emergency Operations Command and Control Regulation (Draft), Feb 96.

f. DR 500-1-2, Emergency Communications Plan (ECP), 1 Apr 86.

*This regulation supersedes DR 500-1-21, 30 June 1992

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g. ER 500-1-2, Corps of Engineers, Mobilization and Operations Planning and Execution System (CEMOPES), Oct 95.

h. ER 500-1-18, Corps of Engineers Continuity of Operations Planning system (CEMOPS), Mar 85.

i. Field Manual (FM) 101-5, Staff Organizations and Operation, 25 May 84.

j. Office Chief of Engineers (OCE) Mobilization Plan (CEMP), Plan 84-2 Vol XV to (AMP) Aug 84.

k. (C) District Pamphlet (DP) 500-1-2, LMS Continuity of Operations Plan (LMS, COOP), Jun 82.

l. (S) CELMV-CO-E, (500-5a) CEMVD Continuity of Operations Plan (CELMV, COOP) Oct 88.

m. (S) Plan 84-1-COE Continuity of Operations Plan (CE, COOP) 21 Feb 84

n. (S) USACE Emergency Action Procedures (CEEAP).

o. Technical Report (TR)-82, High Risk Areas - FEMA.

4. MISSION.

The District Emergency Operations Center (EOC) is an essential component of the Readiness Branch. It is a dedicated facility that is activated and staffed during emergencies to direct, coordinate, and monitor the District's activities in emergency response and recovery operations under Public Law 84-99 and the initial response missions under the Federal Response Plan (FRP). All PL 84-99 activities will continue to be coordinated by the District EOC. All FRP response activities will be coordinated through the District EOC until the Disaster Field Office (DFO) and an Emergency Response and Recovery Office (ERRO), which is the division forward, is established. The ERRO for Missouri will be staffed primarily by NWD. However, MVS will provide mission support functions for FRP missions within St. Louis City and St. Louis County and will deploy liaison representatives to the Missouri ERRO to represent MVD. Once the ERRO is established, the District EOC functions for FRP response and recovery activities will be

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transferred to the EOC ESF-3 Liaison Cell which consists of an MVD Liaison officer at the ERRO and Liaison Officers for each anticipated FRP mission at the EOC. At that time the MVS Liaison Officer receives mission execution guidance from the MVD Liaison Officer. The MVS EngLink Interactive. (See Appendixes A through J.)

5. CONCEPT OF OPERATIONS.

The occurrence of a natural disaster or a national emergency within MVS will require implementation of appropriate emergency plans. The activation and operation of the EOC along with appropriate emergency plans provide for rapid and coordinated collection of current data as the emergency or disaster situation develops. During most natural emergencies normal operations will continue giving emergency actions first priority. During a national emergency, there will be a shift from normal business as usual to consideration of additional staffing and longer work days to provide support for additional military construction and other related activities. The EOC provides pertinent information to decision makers in an accelerated manner to expedite response to emergency requirements. While the EOC is operational, levels of decision-making and the decision-making process remain essentially unchanged from the normal, non-emergency procedures.

6. FUNCTION OF THE EOC

The activities conducted within the EOC will include, but not be limited to the following:

- a. The collection and organization of all incoming data.
- b. The reception and transmission of all communication with various District elements, higher headquarters and other agencies.
- c. The continual updating and analysis of the emergency situation and the status of District elements.
- d. Presenting concise information and recommendations to the District Engineer.
- e. Allocation of resources based on the District Engineer's guidance.
- f. Dissemination of operational directives.
- g. An action board will be maintained in the EOC and updated upon receipt of action messages or transmittal of messages pertaining to those previously listed.

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h. Maintenance of operational and communications security required.

7. ORGANIZATION OF THE EOC.

Upon activation, physical operation of the EOC is the responsibility of the Chief, Readiness Branch. The Chief, Readiness Branch is the EOC Operations Officer. Duties of the EOC staff are outlined in Appendix A. The staffing of the EOC will vary depending on the nature of the emergency (natural or national emergency). The Chief, Readiness Branch will have authority to increase or decrease EOC staffing as necessary. General responsibilities of the basic components of the EOC are as follows:

a. Officer in Charge (OIC). The District Commander, or in his absence the Deputy District Commander, or their designated representative will be the OIC.

b. Operations Officer. The Chief, Readiness Branch is the Operations Officer. The Operations Officer is responsible for the overall physical activation, operation and deactivation of the EOC. He serves as principal staff coordinator to the OIC on all matters pertaining to emergency operations. Determines level of EOC staffing.

c. Assistant Operations Officer. The assistant operations officer makes recommendations and acts on behalf of the Operations Officer in his absence.

d. Crisis Emergency Management Team (CMT). Representatives from each Division and designated Branches are selected by each Division and designated Branch to serve in a decision making capacity as a member of the CMT. Each team member is considered an EOC Staff Officer. The members of the CMT serve as primary points of contact for their respective MVS Division/Branch Chiefs. The CMT is under the operational control of the Chief, Readiness Branch and will be assigned to the EOC as necessary to be totally responsible for activities within the scope of their respective Division/Branches.

e. District Staff/Crisis Action Team (CAT). In addition to appointing and providing representatives to the CMT, all staff elements will continue to perform their normal duties. District staff will give priority attention to required emergency responses during both normal duty and non-duty hours. In addition, all staff elements are required to keep up-to-date with developments by monitoring posted data in the EOC and be prepared to participate in scheduled briefings and periodic training exercises. District staffs will further be prepared to furnish additional personnel or other assistance to the EOC as required. Staff members assigned to the EOC are the Crisis Action Team.

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f. Chief, Security Office. Responsible for monitoring and maintenance of Operational Security (OPSEC) and Communications Security (COMSEC), Intelligence Physical Security.

g. Message Center. Responsible for the reception, recording, and transmission of messages. The duties of the message center will include cryptographic operation as required. The message center will be staffed by message controllers who are designated by the Chief, Information Management (IM) from staff personnel. The Chief will further designate one message controller who will be responsible for the message center.

8. EOC OPERATING PROCEDURES

a. Activation. The Chief, Readiness Branch will recommend to the District Engineer (DE) or Deputy District Engineer (DD) that the EOC be activated depending on the nature, type, and seriousness of the emergency. The District or Deputy Commander will direct that the EOC be activated. Upon this direction, the Chief, Readiness Branch will issue the Activation Notice (Appendix B) and notify the Crisis Management Team (CMT) personnel to report to the EOC. CMT members not assigned to the EOC will remain on 24-hour call to the Chief, Readiness Branch.

b. Security. The Chief, Readiness Branch will be responsible for restricting access to the EOC to authorized personnel only. The doors of the EOC will be posted Authorized Personnel Only. Other security measures for the EOC will be posted in accordance with Appendix C, Security in the EOC.

c. Control. The EOC will at all times operate under the control of the Chief, Readiness Branch. Problems regarding the function of the EOC will be brought to his attention.

d. Staff Actions. It is a principal objective of the EOC that all staff participants perform their normal functions within their respective areas of expertise and responsibility. Although it is expected that these functions will have to be performed in a more accelerated manner than usual, it is critical to the mission accomplishment that MVS staff actions be conducted in a thorough and timely manner.

e. Information Flow. In order to accurately document staff actions, taskings, and communications in the accelerated mode of activity in the EOC, it is necessary to adhere to fixed procedures for the flow of information within the EOC. Incoming and outgoing information will be handled as outlined in Appendix D.

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9. EOC STAFFING

a. Division/Branch Chiefs will provide personnel to augment the EOC staff as required by the Operations Officer. If it becomes necessary to operate the EOC on a 24-hour basis, Division and Branch Chiefs will provide necessary personnel as required by the EOC Operations Officer.

b. Clerical assistance during EOC operations will be provided by Division/Branch Chiefs as required by the Operations Officer.

10. LOGISTICS.

a. Supplies. The Chief, Readiness Branch will maintain an adequate stock of supplies to be used in the EOC upon activation. These supplies will be stored in the EOC storeroom. The Readiness Branch staff will ensure that the surplus of supplies is maintained as necessary.

b. Equipment. The Chief, Information Management (IM) will ensure that the EOC will have the communications equipment as listed in Appendix E. IM will provide additional computers for the EOC and a back-up copier, as required.

c. Transportation. The Chief, Logistics Management-Transportation (LM-T) will make necessary arrangements for providing sufficient transportation for couriers assigned to the EOC message center. If necessary, the use of privately owned vehicles (POV) or the hire of special rental cars will be authorized. Arrangements will also be made for the use of vehicles required for after hours operation on official business in accordance with current policies and regulations.

11. COMMAND.

Unless otherwise directed, the command relationship between the District and higher headquarters will be the same during emergency activities as during normal activities. Within the District, the decision making process will be accelerated due to operation of the EOC. All employees in the EOC, including Division and Branch Chiefs, will be working under the direction of the EOC Operations Officer. The EOC Operations Officer will become the principal advisor to the District Commander in emergency matters. Technical advice and recommendations will be made by Division, Office and Branch Chiefs in areas of their responsibilities.

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12. SIGNAL.

See DR 500-1-2, Emergency Communications Plan.



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APPENDIXES

- A - SPECIFIC FUNCTIONS OF THE EOC STAFF
- B - ACTIVATION NOTICE
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DISTRIBUTION:

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APPENDIX A

SPECIFIC FUNCTIONS OF EOC STAFF

Staff functions within the EOC will include but will not be limited to the following:

a. EOC Operations Officer is the Chief, Readiness Branch or his authorized designee and has full responsibility for the physical activation, operation and deactivation of the EOC. He serves as the principal staff coordinator to the District Engineer and/or Deputy District Engineer on all matters pertaining to emergency operations. Duties are as follows:

(1) The point of contact (POC) for coordinating emergency measures are normally with USACE, MVD, other Corps Districts, Federal, State and Local emergency management agencies.

(2) Follows established policies and provides overall coordination of emergency response activities.

(3) Determines level of EOC staffing.

(4) Assigns staff responsibility for messages or activities requiring action.

(5) Oversees coordination between MVS Divisions and offices.

(6) Is responsible for the daily briefing of the District Engineer.

(7) Designates the assistant EOC Operations Officer.

(8) Requests support personnel, as required, to work in the EOC.

(9) Insures messages or activities requiring action are answered and/or completed.

b. Assistant Operations Officer is an authorized representative of the EOC Operations Officer. Duties are as follows:

(1) Receives messages from the message center coordinator.

(2) Coordinates with the Operations Officer on all information coming into or going out of the EOC.

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- (3) Assists with developing a smooth flow of information in the EOC.
- (4) Recommends action assignments to the Operations Officer on incoming messages.
- (5) Recommends EOC staffing to the Operations Officer.
- (6) Has direct supervisory responsibility for Message Center and support staff in the EOC.
- (7) Maintains the Operations Log.
- (8) Prepares daily situation reports (SITREPS).
- (9) Maintains all operational maps and display boards.
- (10) Maintains, as necessary, a folder for the District Commander "eyes only" of messages and other information important for his immediate review.

c. EOC Staff Officers (CMT Members)

- (1) Represent their respective Division/Branch Chiefs with full authority to provide sound and timely responses to the requirements of the emergency. Serves as the coordinating element between the EOC and his Division or Branch. Recommends assigned actions to his Division or Branch for accomplishment.
- (2) Take appropriate action on all messages to include coordination with other Staff Officers.
- (3) Maintain daily Staff journals to include all messages received, coordination, and action.
- (4) Maintain maps, action board, action file, and reports as required to display staff actions.
- (5) Present briefing on staff actions for the daily District Engineer briefings. (Appendix G)

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(6) Maintain individual action file on each message requiring action and post action taken on action board.

d. Chief, Office of Security

(1) Maintain a current roster of MVS personnel with access to classified information. A copy of the current roster will be provided to the Chief, Readiness Branch. Upon activation of the EOC, the roster will be updated by St. Louis District Security Officer (CEMVS-DS) and copy provided to the Chief, Readiness Branch to be maintained in the EOC.

(2) Monitor the physical security of the EOC.

(3) Monitor the security of the District operations.

(4) Monitor COMSEC in the EOC.

(5) Provide advice on security matters relating to projects and installations within the MVS area of control.

e. Message Controller

(1) Receive all incoming and dispatch outgoing messages from the EOC.

(2) Record all incoming and outgoing messages in the master EOC electronic log.

(3) Furnish printed update of electronic log daily to the EOC Operations Officer.

(4) Provide copy of all messages to the Assistant Operations Officer.

(5) Senior message controller supervises all personnel in the Message Center. This includes shift assignments when necessary.

f. Chief, Logistics Management

(1) Provide all administrative and logistical support to the EOC. This function takes precedence over all logistic management activities. Resources located within headquarters may be diverted to support the EOC. When this occurs precedence will be provided to this activity.

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(2) Provide necessary laborers to set-up and tear down EOC upon notification of ACTIVATION or DEACTIVATION.

(3) Ensure EOC is maintained in a neat, clean, and orderly condition.

(4) Provide MVS vehicle and nearby parking space for use of Classified Courier during EOC operations.

(5) Provide necessary District personnel (CMT Members) with security clearances of Secret, plus sufficient District vehicles to move the entire EOC occupants and selected equipment to the Emergency Relocation Site (ERS) when so ordered.

g. Chief, Information Management

(1) Insure that all telephones, computers and facsimile equipment are operational in the EOC.

(2) Upon activation of the EOC, provide all necessary communications equipment and trained personnel, with Secret security clearances, to operate the MVS Message Center for the duration of the crisis/emergency.

(3) Establish and staff a High Frequency Single Side Band (HF-SSB) radio net capable of communications with HQUSACE, MVD, other Corps Districts, Federal, State and Local emergency management agencies.

(4) Execute prepared plan for operating Information Management Functions from the Emergency Relocation Site (ERS) when required.

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APPENDIX B

EOC ACTIVATION NOTICE

SUBJECT: Activation of MVS Emergency Operations Center (EOC)

TO: CEMVS-DE CEMVS-CT CEMVS-LM CEMVS-PM **FROM:** CEMVS-CO-R
 CEMVS-DD CEMVS-RM CEMVS-OC CEMVS-IM **DATE:** _____
 CEMVS-DP CEMVS-DS CEMVS-CO CEMVS-IR
 CEMVS-DX CEMVS-ED CEMVS-PA CEMVS-RE
 CEMVS-EE CEMVS-SO CEMVS-HR

1. Purpose of Activation: The MVS Emergency Operations Center is activated this date in anticipation of extended hours of operation which may be necessitated by (insert appropriate disaster or exercise).
2. Location of EOC: 4-G04-1
3. Telephone Numbers EOC: Commercial: 314-331-8605 through 8614 and facsimile 314-331-8615. (Upon Activation)
4. Organization of the EOC: Each Division and separate office will furnish a representative to respond to EOC requests for support/data and provide support personnel as specified in Appendix B.
5. Records: Each Division and separate office will maintain a daily journal of the emergency action performed, and will ensure all messages received and transmitted in connection with the emergency are logged through the EOC.
6. Authorization for Extra Working Hours: Issuance of this activation notice does not constitute authority to perform compensatory or overtime work unless authorized by the District Commander.
7. Duty Schedule:

Date: _____ Duty Hours: _____
 Duty Officer: _____
 Home Telephone Number: _____

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8. Personnel Requirements: Additional personnel will be made available by elements of MVS as indicated in this or subsequent directives.

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APPENDIX C

SECURITY

1. PURPOSE.

- a. This Appendix describes the security procedures and policies to be followed in the Emergency Operations Center (EOC) during Mobilization Exercises or actual National Emergency.
- b. This plan is applicable to all personnel authorized access to the EOC.

2. REFERENCES.

- a. AR 380-5, DA Information Security Program and USACE Suppl 1.
- b. AR 190-13, The Army Physical Security Plan, 30 Sep 93.
- c. AR 380-67, Department of Army Personnel Security Program Regulation.
- d. AR 381-1, Control of Dissemination of Intelligence Information.
- e. AR 381-12, Subversion and Espionage Directed Against U.S. Army.
- f. AR 530-1, Operation Security (OPSEC).
- g. AR 380-19, Information Systems Security, Aug 90.
- h. AR 380-19-1, Control of Compromising Emanations, Sep 90.
- i. AR 600-8-14, Identification Cards, Tags and Badges, Jul 92.
- j. Technical Circular (TC) 19-5, Bomb Threats.

3. RESTRICTED AREAS. Immediately upon activation, the EOC will be posted as a "Restricted Area" in accordance with AR 190-13. Restricted Area sign will be posted outside the main entrance to the EOC.

4. ACCESS. No personnel will be allowed access to the EOC without a security clearance. Security clearances will be verified by the Security Clerk, posted at the main access entrance. Verification will be made using the access roster provided by the District Security Office. Security

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clearances of all visitors must have previous verification by the District Security Office before entry is allowed.

5. BADGES. Government picture ID will be worn on an outer garment above the waist while in the EOC.

6. REPRODUCTION OF CLASSIFIED MATERIAL. All reproduction of classified material will be accomplished in the EOC on an appropriately posted copy machine. Only assigned EOC personnel may reproduce classified material. The responsible personnel will record all information required on the Classified Document Copy Control Record. All copy number information placed on the reproduction will be in ink in any color except black.

a. Waste basket clearly marked for accepting classified trash will be placed at the message center. The person responsible for the destruction will destroy the contents at least every 4 hours. The District destruction devices are only capable of destroying paper, and not more than 2 thicknesses at a time may be run through the machine.

b. Classified trash that cannot be destroyed by the District's cross cut shredders will be put in an envelope clearly marked as classified trash. The envelope will be stored in the security container provided in the EOC.

c. Ribbons used in typewriters to prepare classified documents will be removed and stored in the security container provided in the EOC.

7. RECEIPT AND CONTROL OF CLASSIFIED INFORMATION.

a. All incoming classified material will be entered on a Message Center Document Control Log.

b. Classified material will not be put into distribution slots for pickup by District personnel. The Message Center will instead, prepare a classified message notice and put into the appropriate distribution slots. District personnel so notified of a classified message will obtain it from the Message Center personnel.

c. No classified material will be removed from the EOC without permission of the Security Officer or Emergency Operations Officer. When permission granted, the Message Center personnel will enter the appropriate information on the Classified Document Check Out Record. Until the Message Center personnel acknowledge the return of the document, the person checking out the classified material is individually and personally responsible for its secure custody.

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d. All classified material, whether retained in or taken out of the EOC, will be covered with a cover sheet denoting the highest classification of the classified document. Forms SF 704 (Red SECRET cover sheet) and SF 705 (Blue CONFIDENTIAL cover sheet) are to be used. Similar DA labels are obsolete and will not be used.

8. REGULATIONS. All regulations, as noted in paragraph 2, will be maintained on file in the EOC.

9. SAFEGUARDING CLASSIFIED MATERIAL. All personnel having access to classified material and information must be aware at all times of the responsibility for safeguarding it IAW the provisions of reference a. This is a responsibility that cannot be delegated. The loss or compromise of classified information is a serious matter and must be immediately reported to the District Security Office. Only Secure Telephone Units (STU III) may be used to discuss classified information. Personnel not assigned a STU III must request permission to use any STU III and ensure it is properly functioning before discussing classified information.

10. STORING CLASSIFIED MATERIAL. All classified material, when not in use will be stored in a GSA approved container in the EOC. Form SF 702, Security Container Check Sheet will be utilized as a record for opening and closing security containers. OPEN and CLOSED signs will be prominently displayed on all security containers to show the actual status of the containers at any time.

11. MARKING DOCUMENTS.

a. All documents generated in the EOC will be marked. Appropriate stamps will be available in the EOC. Special attention will be given to marking paragraphs, classification level, and downgrading and declassification.

b. Derivative Classification. Most Army classified documents are derivatively classified in that the classification is based upon a classification guide or source document(s). For derivative classification decisions, the term "DERIVED FROM" will replace the term "CLASSIFIED BY." There is no requirement to include a "REASON" line. The "DECLASSIFY ON" line must be determined by the appropriate original classification authority. The derivative classification shall indicate the source document or the classification guide on the "DERIVED FROM" line, including the agency, activity, or command and office of origin, and the date of the source or guide. When a document is classified derivatively on the basis of more than one source document or classification guide, the "DERIVED FROM" line shall read "MULTIPLE SOURCES" and the derivative classifier shall keep a list of the sources with the file or record copy of the derivatively classified document. This list shall be provided with all copies of the document, if practicable. When a specific date or event is listed on the source document or declassification guide, the derivatively

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classified document will show that date or event after the term "DECLASSIFY ON". If the source documents and classification guides indicate the term "OADR" or "ORIGINATING AGENCY'S DETERMINATION REQUIRED" as declassification instruction, unless otherwise instructed by the original classifier, the derivative classifier shall carry forward the fact that the source was marked as "OADR", and the date of origin of the most recent source document, classification guide, or specific information being classified. Example:

"DERIVED FROM: HQDA MEMO, Classification Markings", 12 OCT 95, Office of the Deputy Chief of Staff for Intelligence (DAMI-POC)

DECLASSIFY ON: Source marked "OADR"

Date of Source: 12OCT95

12. MESSAGE PICKUP. Only personnel designated as classified couriers will be authorized to transport classified traffic between the U.S. Army Communications Center Command, 9700 Page Avenue, St. Louis, MO and the EOC. They will abide by verbal instructions provided during the briefing by the District Security Manager.

13. PREPARATION OF MESSAGES.

a. The person preparing a message for typing will be responsible for the authenticity of the contents, such as stamping the highest classification at the top and bottom of each page and inserting the proper derivative classification markings as found in paragraph 12b.

b. All messages will be typed final on DA Form 173, and must be final checked before signature of the person authorized to sign the message.

c. Only the stand alone PC accredited at the non-CS3 level or an electric typewriter in memory mode maybe used and only in the EOC.

14. BOMB THREAT. A bomb threat card will be displayed by each telephone.

15. SECURITY CHECK.

a. At the end of a duty shift in the EOC, a security check will be made to ensure that all classified material, including waste is either properly stored or destroyed.

b. A check will be made of the Classified Document Check Out Record for any loaned classified documents not yet returned.

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c. SF701, Activity Security Checklist, will be utilized as a record for sweeping the EOC for unsecured classified material.

16. MAILING OF CLASSIFIED DOCUMENTS. In the event any classified documents are mailed, the documents will be sealed in an opaque envelope, fully addressed to the recipient, with a complete return address and distinctly marked on both sides with the highest classification of the contents. That envelope will be sealed in another opaque envelope with the same full return address and recipient addresses, but without the classification markings. Sealing should be accomplished with nylon string reinforced tape. SECRET documents will be mailed certified, return requested and Form DA 3964, Accountability Record, will be enclosed inside the inner envelope.

17. CLASSIFIED LOG. The message control center personnel will maintain a Message Center Classified Document Control Log for all incoming and outgoing classified and unclassified messages.

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INFORMATION FLOW

To facilitate the tracking of information to document or form a historical perspective of events that happened in the EOC is necessary to have a prescribed format for handling such information. The following procedures for handling incoming and outgoing correspondence/messages or routing within the EOC must be followed.

a. Routing of Incoming Messages.

Incoming messages may be received by several modes, including secure and non-secure facsimile, radio, courier, and telephone. All incoming messages, regardless of source or means of transmission must be routed through the EOC Message Center for proper entry into the information system. Routing messages to the Message Center is automatic when facsimile messages are received in IM. It will often happen that couriers or telephone messages will bypass the message center going directly to the intended EOC Staff Officer. It is therefore imperative that all EOC personnel reroute all such messages to the Message Center by giving the original copy of the message to the center, retaining copies for immediate use as necessary. In the case of telephone messages this is most conveniently done by utilizing the carbon included with OF Form 271. The Staff Officer then keeps the copy (making additional copies as necessary for his own use) and immediately delivers the original to the Message Center. In the Message Center a journal number will be assigned and the message logged into the daily journal. File copies will be prepared and the message filed in the incoming message file, the operations file, and an action copy given to an Action Officer. The Staff Officer that receives the message requiring the action becomes the action officer for that message. Telephone or facsimile messages received directly by an EOC Staff Officer in response to an outgoing action are excluded.

b. Routing of Messages to Staff Office

The Action Officer will decide whether or not the message requires action, response, or tracking by the EOC. If the message does not require action by the EOC, but provides information which may be of potential value to the EOC, the Action Officer will post a copy of the message on the information clipboard for review by all officers. If the message does not require action by the EOC but clearly contains information of operational importance to one or more Staff Officers, the Action Officer will provide information copies directly to all necessary Staff Officers in addition to placing a copy on the information clipboard. When the incoming message requires action, response, or tracking by the EOC, the Action Officer will first assign an

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internal suspense date/time. The Action Officer will then distribute copies of the message to the Staff Officer(s) who must respond directly or coordinate in response to the message.

c. Staff Officer Action.

(1) Upon receipt of the message from the Action Officer, the Staff Officer(s) first decides whether the message is a duplicate, follow-up of a previous message, or if it should be rerouted to other Staff Officers. In the case of a duplicate message, the Staff Officer will instruct a Message Controller to delete the duplicate from the journal and from the operations file.

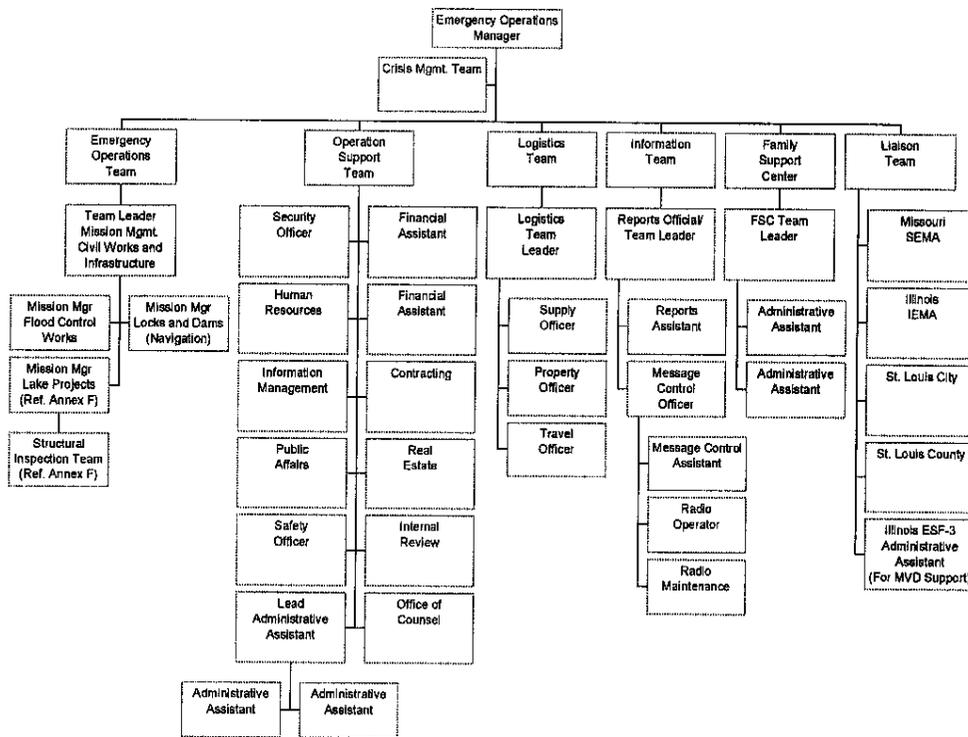
(2) If the message is a follow-up, the Staff Officer will inform the Action Officer so that it is not tracked as separate action. If further staff routing is required, the Action Officer will accomplish same. Staff Officers will enter all incoming actions on the EOC Action Board, and will prepare action and file on each separate action. Staff Officers are reminded that all incoming messages to include those via telephone are handled in the manner described above and in subparagraph a.- Routing of Incoming Messages. Although it may appear to be easier to short cut the system upon direct receipt of a telephone message, experience has shown that to do so frequently leads to missed suspenses and the lack of a coordinated effort by the EOC. Note that these procedures do not prevent the Staff Officer from immediately taking action on the message upon receipt, provided that the original is immediately passed to the message center.

d. Routing of Outgoing Messages.

After formulating a response to the message, the Staff Officer determines the mode of transmission of the response. (See Appendix C). If response is to be made by telephone (Unclassified information only) the Staff Officer notes the conversation on OF Form 271 and hands the form to the Action Officer for review after making the call. If the response is by hard copy, a DD Form 173 message form is completed, signed by the Staff Officer and given to the Action Officer or Operations Officer for signature as the approving authority. Classified messages are then given to the Encoding Team or to the message center depending on the means of transmission. All outgoing messages will be filed in the outgoing file in the Message Center and in the Operations File. Classified messages will be maintained in a classified information file (See Appendix C). After all action is complete and the response is transmitted and received by the requesting party, the Staff Officer will update the Action Board accordingly, line out the action if completed and close the action file.

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REPORT FORMS

- a. Telephone or Verbal Conversation Record - OF Form 271
- b. Joint Message Form - DA Form 173/1/2/3
- c. Situation Report
- d. Intelligence Report
- e. Operations Report

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APPENDIX G

BRIEFINGS

1. A briefing will be held for the District Engineer or his representatives by the selected staff members listed below in the EOC briefing room. The briefing will be held at 1400 hours unless otherwise directed. The EOC Operations Officer will notify the staff of any change in the time and place for the daily briefing. Staff members in their respective areas of expertise should include in their briefing a status on the following:

(a) Natural Disaster

- Status of natural disaster
- Status of property damage
- Rescue activities, recovery resources available and resources being utilized
- Emergency activities being accomplished by state and local governments
- Emergency requirements to be provided or being provided by HQUSACE, FEMA, USCG, military units or other federal agencies

(b) National Emergency

- Reprogramming of CW resources
- Acceleration, continuation and termination of CW projects
- Mission assignments received from USACE
- Transfer of MILCON Responsibility
- New engineering and construction starts
- Contract priorities
- DEFCON status and COOP implications

2. The daily briefing will be conducted by the EOC Operations Officer, with CMT members briefing for their respective Divisions/Branches as needed. The EOC Operations Officer will conduct a pre-brief one hour prior to the scheduled briefing. The National Emergency briefing will follow the order and time allocations as follows:

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EOC DAILY COMMANDERS BRIEF

<u>TOPIC</u>	<u>BRIEFER</u>	<u>TIME</u>
Intelligence Summary	CEMVS-DS	3 minutes
Operations Summary	CEMVS-CO-R	4 minutes
PA/Congressional/Local	CEMVS-	
Project Requirement Summary		
Construction-Operations	CEMVS-CO	3 minutes
Engineering	CEMVS-ED	3 minutes
Real Estate	CEMVS-RE	3 minutes
Comptroller Summary	CEMVS-RM	3 minutes
Personnel Summary	CEMVS-HR	3 minutes
Contracts Summary	CEMVS-CT	3 minutes
Information Mgmt Summary	CEMVS-IM	3 minutes
Logistics Summary	CEMVS-LM	3 minutes

3. The specific content of the presentations will be as follows:

NOTE: In order to present the maximum amount of information in the shortest amount of time it is necessary that the briefer present summaries only and remain within the allocated time. At the conclusion of the briefing there may be questions directed to the briefer at which time more detailed information will be needed.

Therefore, briefers need to be well prepared over all phases of their area of responsibility, although they may present only a brief summary initially.

- a. Intelligence Summary
 - (1) world developments
 - (2) enemy situation
 - (3) intelligence and security posture
 - (4) weather
- b. Operations Summary
 - (1) current operations
 - (2) Defense Readiness Condition (DEFCON) position status

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- (3) mission assignments and taskings
 - (4) recent message traffic
 - (5) status of subordinate headquarters
- c. PA/Congressional/Local
- (1) summary of PA relating to current and planned operations
 - (2) Congressional activities relating operations
 - (3) local public affairs
- d. Project Requirements Summary
- (1) Military Construction
 - (a) status of projects in progress
 - (b) planned projects
 - (c) new taskings
 - (2) Civil Works
 - (a) continuing projects
 - (b) terminating projects
 - (c) planned projects
 - (d) new taskings
 - (3) Real Estate
 - (a) required purchases/leases/private contracts
 - (b) status of recapture of property
- e. Funding Summary
- Civil Works Fund
 - (a) funds available
 - (b) needs
 - (c) surplus
- f. Personnel
- (1) authorized strength (under mobilization) as per CEMVS-DE
 - (2) on-board strength
 - (3) recruitment/replacement
- g. Contracts Summary
- (1) Status of existing contracts
 - (2) contracts being written
 - (3) contracts must be expedited
 - (4) contracts to be extended/renewed
 - (5) contracts to be terminated

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h. Logistics Summary

- (1) critical shortfalls in logistical support
- (2) plans to meet these shortfalls

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EOC LAYOUT

Reserved

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APPENDIX I

DISTRIBUTION

CEMVS-DE	CEMVS-IM
CEMVS-DP	CEMVS-IM-I
CEMVS-DD	CEMVS-IM-P
CEMVS-DX	CEMVS-IR
CEMVS-CO	CEMVS-LM
CEMVS-CO-X	CEMVS-LM-S
CEMVS-CO-F	CEMVS-LM-T
CEMVS-CO-M	CEMVS-PA
CEMVS-CO-N	CEMVS-PM
CEMVS-CO-NR	CEMVS-PM-E
CEMVS-CO-NC	CEMVS-PM-F
CEMVS-CO-NP	CEMVS-PM-N
CEMVS-CO-T	CEMVS-PM-P
CEMVS-CO-C	CEMVS-PM-R
CEMVS-CO-R	CEMVS-HR
CEMVS-CT	CEMVS-RE
CEMVS-DS	CEMVS-RE-A
CEMVS-ED	CEMVS-RE-E
CEMVS-ED-C	CEMVS-RE-M
CEMVS-ED-D	CEMVS-RM
CEMVS-ED-G	CEMVS-RM-B
CEMVS-ED-H	CEMVS-RM-F
CEMVS-ED-P	CEMVS-SO
CEMVS-ED-S	CEMVS-VE
CEMVS-ED-Z	
CEMVS-EE	