



CONDENSED SURGE OPERATIONS/EMERGENCY RESPONSE PLAN
DEVELOPMENT GUIDLELINES
JULY 2006

This general guideline was originally written as an aid to assist in the development of Division Surge Operations Plans. However, as a "checklist" it is applicable at many levels and units at any level are encouraged to make use of it as well as other resources. A Surge Operations Plan may be in any format that is permitted by the relevant Coast Guard Sector. However, its ease of use and understandability are fundamental considerations. Each unit (Flotilla, Division, District) may have specific considerations that are related to their particular location and circumstances. **NOTE: The key to future use of the USCG Auxiliary is defined by the partnerships, planning and practice in place today.**

The items below have been extracted from various sources and are listed in summary form. Please add any items that are applicable to your plan.

General Considerations:

- 1) The CG Auxiliary is **NOT** a Primary Responder. A mission under Operations Patriot Readiness (OPR) or Emergency Response Plan (ERP) will be in an '**Operational-Backfill**' capacity.
- 2) Consideration must be made for responses to emergencies whose natures range from typical severe weather, natural disaster and oils spills to the use of weapons of mass destruction and resultant mass casualties, (Chap 15 Aux Manual M16790.1b).
- 3) The CG Auxiliary does not participate in law enforcement or in military operations.
- 4) The CG Auxiliary will operate under the express guidelines established by Auxiliary procedures and under the definition and concepts of chain of leadership and management, chain of communication, and parallel staffing.
- 5) The Division Captain and or Response Coordinators, prior to activating any response, will perform a MISSION RISK ASSESSMENT. The risk assessment will determine and evaluate the conditions that Auxiliary members and facilities will encounter during the response. If any dangerous/risk conditions apply to Auxiliary members or facilities, the Auxiliary participation will be suspended.

- 6) All Auxiliarists that participate/volunteer during the emergency response must be qualified and/or certified in those respective mission duties.

A Surge Operations Plan should be flexible and understandable for the leader and all staff. The leader must insure that everyone has a thorough understanding of the procedures and type of response/mission that may be implemented. It is essential that common terminology and clear text be used in the documents.

The following are common features that can be incorporated into a plan. Items should be added that are specific to the geographical area of operation for which the plan is written:

◆Purpose of the Plan-

This should be a simple statement that spells out those conditions under which the plan is likely to be used. Consider defining and including severe weather, flood and unusual conditions related to your specific physical location. A broad purpose definition may be more useful than a narrow purpose definition;

◆Activation rules-

For most emergency scenarios, notifications and requests for response will begin with the Coast Guard Operational Commander. Procedures are ordinarily found in the District (Sector) Auxiliary Manual.

◆Physical Area-

Your plan may need to include general geographic area and, as well, address special features such as chemical plants, power stations, bridges, flood plains, dams rivers, back bays, large streams, hazmat conditions, etc;

◆Scheduling of Patrols/Operations-

The organization(s) or person(s) who will be the direct scheduling authority and issue orders should be listed;

◆Appropriate Contact Lists-

This should include telephone/cell numbers and email addresses. These would preferably be organized by Auxiliary certifications and or "specialty skills" such as first-aid/medical, nursing, CPR-EMT specialists, accounting, engineering, construction, legal, food preparation, electrical, metal working, and welding. Heavy equipment operation can be included. This list is not all inclusive and you will determine the items that should be included.

◆Distribution list-

The Surge Plan should show current/revision date and who holds copies of it.

◆Personnel Allocation list-

The list can include but not be limited to:

Facilities by location, availability, size, class and fuel,
Name of Owner and contact information
Coxswains and Alternates
Crews and Alternate
Radio Watchstanders
Mobile and Fixed Stations
Certification Status
Insurance coverage and limitations

◆Operational Check Lists-

Items and names are best included on check-off lists- *do not rely on memory.*

◆Communications- radio, cell phones, short range radios etc.

Radios and communications must be worked out for the plan in advance. Any agency that would respond at the same time as the Auxiliary unit must be determined and partnerships must be formed that include operations that all partners agree on! It must be determined/discussed how communications be completed. There is no compatibility of equipment with/between US Coast Guard, marine police, local communities, local police, fire fighting agencies, and their emergency contingency staff unless the partners make this so. Communications between agencies may not be possible due to confidentiality, security and often there are no compatible frequencies for radios etc.

Remember! The key to future use of the USCG Auxiliary is defined by the partnerships, planning and practice in place today.

◆Supplies Inventory-

The plan should include an inventory of items on hand, used or needed for short and long term conditions. Consider start up supplies and storage location. Expiration dates for certain items is a consideration. Plans should include sources and suppliers for re-stocking during the event. Consider establishing credit lines or methods to pay vendors. Audit controls and accountability are essential. Check off lists should be developed.

◆Other issues-

Responders from one end of the geographical area may not be familiar with conditions from another. The maps of portions of the geographical area and/or potential mission sites should be a part of the plan.

Individuals will need rest time, rest location, and distribution into shifts. They will need information, their own medical supplies and belongings, and a clear knowledge of whom and where their supervisor is as well as when and where and how to report. In conjunction with these needs, the plan might include forms that would supply and/or request information about:

- Projected duration of the response/mission

- Physical conditions that may be encountered
- Personnel medications
- Respite location for mission fatigue
- Weather conditions
- Transportation
- Food, water and Supplies
- Disposable rubber-gloves, face masks and eye protection
- First Aid Supplies
- Personal hygiene and paper supplies
- Trash, Recycle and Hazmat containers
- Safety lights, generators and fuel
- Emergency Shelter, tents, tarps, etc
- Reporting Procedures and responsibility

The Surge Plan should be reviewed annually, especially after the change of watch. Names of responders should be verified for changes in status. Specific procedures should be put in place for updating and educating new officers and members that are added in the Chain. Responsibility for the review should be assigned to a specific Auxiliary Officer.

After the initial plan is completed, the unit leader will review and approve the Surge Operations Plan. A copy of the plan will be forwarded to the current District or Sector Auxiliary Liaison Officer for review and inclusion in the master file.

The unit leader or designated person should consider a dry run to determine whether the plan is realistic. Later the plan should be subjected to a Table top exercise and eventually to a full scale real time test. After the test is completed the responsible officers should assess the results of the test and make any necessary adjustments to the plan. An updated plan should be forwarded to the Sector Auxiliary Liaison Officer and the DISTRICT PLANNER D-PL.

To summarize, the goal of Auxiliary contingency planning is to achieve a plan that is "reliable, flexible and scalable" (Nelson 2006).

"SEMPER PARATUS"

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